

## **GENERAL SERVICES ADMINISTRATION**

### **Federal Supply Service**

#### **Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov) .

Schedule Title: Mission Oriented Business Integrated Services (MOBIS)

FSC Group: 874

Contract Number: GS-10F-0272V

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [www.fss.gsa.gov](http://www.fss.gsa.gov) .

Contract Period: July 24, 2014 to 23 July 2019

### **Sinclair Advisory Group, LLC.**



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Business size/type: Small, Veteran-owned



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## CUSTOMER INFORMATION

- 1a. Awarded Special Item Number(s): 874-1 and 874-1RC Integrated Consulting Services
- 1b. See pricing below
- 1c. See Labor Category Descriptions below
- 2. Maximum order for each SIN: \$
 

<b>SIN#</b>	<b>MAXIMUM ORDER</b>
874-1 and 874-1RC	\$ 1,000,000
- 3. Minimum order: \$100.00
- 4. Geographic coverage (delivery area): Domestic
- 5. Point(s) of production (city, county, and state or foreign country): Herndon, VA
- 6. Discount from list prices or statement of net price: Prices shown are net
- 7. Quantity discounts: NA
- 8. Prompt payment terms: Net 30
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the \$3000.
- 10. Foreign items: NA
- 11a. Time of delivery: Specified on individual task orders
- 11b. Expedited delivery: Contact Contractor.
- 11c. Overnight and 2-day delivery: Contact Contractor
- 11d. Urgent requirements: Contact Contractor
- 12. F.O.B. point(s): Destination
- 13a. Ordering address(es): Same as company address
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules) ).
- 14. Payment address: Same as company address
- 15. Warranty provision: Contractor's standard commercial warranty
- 16. Export packing charges: NA
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
- 18. Terms and conditions of rental maintenance, and repair: NA
- 19. Terms and conditions of installation: NA
- 20. Terms and conditions of repair parts: NA
- 20a. Terms and conditions for any other services: NA
- 21. List of service and distribution points: NA

- 22. List of participating dealers: NA
- 23. Preventative maintenance: NA
- 24a. Special attributes such as environmental attributes: NA
- 24b. Section 508 compliance information is available on Electronic and Information technology (EIT) supplies and services. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov). NA
- 25. Data Universal Number System (DUNS) number: 781097600
- 26. Sinclair Advisory Group, LLC is registered in the System for Award Management (SAM) database.

### **Service Contract Act**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

## SINCLAIR ADVISORY GROUP CORPORATE CAPABILITIES

Sinclair Advisory Group (SAG) is a veteran-owned small business based in Herndon, Virginia. Our mission is to help our clients improve performance by working with them to:

- Develop and communicate a clear mission and organizational strategy;
- Ensure that organizational work is truly aligned with the strategy;
- Build a culture of competent, inspired, and committed leaders to own and execute the strategy; and
- Analyze and provide solutions to complex organizational and management challenges.

We accomplish this by recruiting highly experienced professionals to utilize our proven products and methodologies in the areas of strategic planning, execution, leadership development, custom training, executive coaching, and expert advisory services. Stan Sinclair, our Managing Member, is a former federal senior executive with over 35 years of experience and an extensive background developing and leading large organizations. We maintain active relationships with a network of 40 former federal executives and business leaders who assist us in delivering our services and share their substantial personal experience and bring real-world credibility while serving as trainers, coaches, and consultants.

### ***SIN 874-1 Integrated Consulting Services***

SAG has extensive experience providing management consulting and training services for both public and private sector clients, especially in the areas of strategic planning, strategy alignment, and leadership development. Specific services include:

- ***Strategic Planning:*** Organize and initiate the strategic planning process; facilitate organizational and environmental analysis; define/revise mission, vision, values, goals, objectives, and tasks; provide follow-up and monitoring support.
- ***Strategy Alignment:*** Follow a structured assessment process to identify critical work tasks for teams; build strategic conversations to promote understanding and alignment; create realistic work plans; and establish accountability through follow-up and individual interaction.
- ***Leadership Development:*** Design and deliver customized leadership programs including training sessions, action learning assignments, and one-on-one executive coaching. Expose participants to the latest theories and techniques in Leadership/Management and provide a structured framework for helping them apply what they learn in real-work situations.
- ***Subject Matter Expertise and Management Consulting:*** Leverage industry and functional expertise to analyze and provide solutions to complex organizational and management problems, especially in the areas of federal budgeting, performance management, financial management, healthcare, human resources, and procurement.

SAG professionals are regularly called upon to lead and facilitate meetings related to strategy development and implementation, as well as other planning related initiatives. When providing meeting facilitation services, we foster collaborative and productive interaction by utilizing models, past experiences of best practices, and process improvements to better align the client organization with their current and future goals.

SAG offers:

- Gathering meeting requirements
- Coordinating meeting logistics, including identifying and securing the location
- Developing agendas
- Assisting with all drafting and distributing all communications related to the meetings
- Providing senior-level facilitation support
- Leading the meeting; focusing participants on relevant topics while managing to the schedule
- Providing support resources to capture meeting outcomes via notes or recordings
- Delivering meeting notes and outcomes to the Customer in a timely fashion
- Retaining all meeting records for future reference
- Assisting with post-meeting follow-up and issue-tracking

<p style="text-align: center;"><b>LABOR CATEGORY DESCRIPTIONS</b> <b>for SIN 874-1 and 874-1RC Integrated Consulting Services</b></p>
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## **Senior Subject Matter Expert**

### **Functional Duties/Responsibilities:**

Highly experienced, senior-level expert offering extensive industry and enterprise-wide knowledge in one or more functional areas. Provides insight and advice concerning strategic direction and up-to-date industry standard solutions. Is responsible for providing high-level vision to a program manager or senior client leadership to influence objectives of complex efforts. The Senior Subject Matter Expert is primarily utilized on projects for their specific expertise in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. The Senior Subject Matter Expert is a former high ranking military officer or senior executive civilian official and is recognized by industry as an expert in a specific field.

### **Minimum Education:**

Advanced Degree defined as **Masters Degree, Doctor of Medicine, or Ph D. in related field**

### **Minimum Experience Requirements:**

30 Years

## **Subject Matter Expert**

### **Functional Duties/Responsibilities:**

Senior expert with extensive organizational or industry-wide knowledge in one or more functional areas. Possesses the experience, creativity, foresight, and mature judgment to analyze and provide solutions to complex organizational and management problems related to a client's industry. Responsible for supporting development of clearly defined organizational strategies and aligning organizational resources to support mission, vision, and goals. Leverages best practices and personal experience to contribute the development of mission-oriented business programs or initiatives. Designs and delivers customized training and coaching services in support of executive/management development and ownership of strategy. The Subject Matter Expert is typically a former senior official and recognized as an expert in their specific industry/field.

### **Minimum Education:**

Masters Degree or Ph D. in related field

### **Minimum Experience Requirements:**

25 Years

### **Substitution Methodology:**

5 additional years of experience for an advanced degree

## **Senior Consultant**

### **Functional Duties/Responsibilities:**

Senior expert that possesses the experience and knowledge needed to identify and assess key organizational challenges or opportunities for improvement. Offers advice/guidance to develop solutions, recommendations, or outcomes to improve organizational performance. Leverages best practices and industry leading methods to contribute to the successful implementation of mission-oriented business programs. Possesses demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include business process analysis, organizational and environmental assessment, risk management, strategic and business planning, change management, performance management, organizational development, and the development of customized leadership/management programs.

### **Minimum Education:**

Masters or other Advanced Degree

### **Minimum Experience Requirements:**

15 Years

### **Substitution Methodology:**

5 additional years of experience for an advanced degree

## **Consultant**

### **Functional Duties/Responsibilities:**

Senior functional expert that possesses the experience and knowledge required to identify solutions to organizational issues or capitalize on organizational opportunities. Performs as-is business process analysis, identifies performance issues/gaps, suggests best practices, and guides the implementation of business solutions. Responsible for providing leadership support and vision to clients, ensuring that projects objectives are in alignment with organizational strategies. Demonstrates thought leadership and applies communication skills to facilitate coordination of teams/resources to achieve objectives of mission-oriented business initiatives.

### **Minimum Education:**

Bachelor's Degree

### **Minimum Experience Requirements:**

12 Years



## **Associate Consultant**

### **Functional Duties/Responsibilities:**

Possess demonstrated knowledge, experience, and ability in identifying solutions, recommendations, or outcomes to support mission-oriented business programs. Evaluates management options in the context of project objectives and contributes to the implementation of initiatives aligned with organizational strategy. Applies information gathering techniques such as interviews and review of performance reports to assess organizational performance and develop recommendations. Capable of managing multiple complex tasks and communications across several concurrent initiatives.

### **Minimum Education:**

Bachelor's Degree

### **Minimum Experience Requirements:**

10 Years

## **Project Manager**

### **Functional Duties/Responsibilities:**

Applies commonly accepted project management best practices to plan and guide implementation of mission-oriented consulting projects. Includes oversight of a variety of tasks and groups of personnel for concurrent projects. Demonstrates skills in initiating projects, including estimating and managing the scope of work encompassed by the task order. Organizes, directs, and controls MOBIS project execution and is responsible for communicating with team members to monitor and control project outcomes. Responsible for overseeing the quality of all project deliverables through reviews and other quality control techniques. Responsible for communications and reporting to the COTR.

### **Minimum Education:**

Bachelor's Degree

### **Minimum Experience Requirements:**

8 Years

### **Certifications:**

Project Management Professional Credential

## **Analyst IV**

### **Functional Duties/Responsibilities:**

Offers experience in applying advanced analytical methodologies to gather and assess information regarding client organizational performance or specific business issues/opportunities. Demonstrates managerial skills in communicating, directing, and organizing project analysis activities. Presents findings in management reports and offers recommendations to improve the performance in support of mission-oriented initiatives.

### **Minimum Education:**

Bachelor's Degree

### **Minimum Experience Requirements:**

8 Years

## **Analyst III**

### **Functional Duties/Responsibilities:**

Performs information gathering and analysis in support of mission-oriented business initiatives. Understands project objectives and contributes to the implementation of outcomes. Leads or performs analyst functions including data collection, analysis, interviewing, and identification of performance measurements to monitor the implementation/effectiveness of project outcomes. Conducts activities that contribute to the project team's objectives. Works with the client and colleagues to coordinate delivery of project deliverables.

### **Minimum Education:**

Bachelor's Degree

### **Minimum Experience Requirements:**

6 Years

## **Analyst II**

### **Functional Duties/Responsibilities:**

Possesses experience applying analytic methodologies to address client and project needs. Understands project objectives and contributes to the planning of analysis activities. Performs analyst functions including data collection, interviewing, data modeling, reporting, and creation of performance measurements. Conducts activities in support of project team's objectives at the direction of senior analysts.

### **Minimum Education:**

Bachelor's Degree

### **Minimum Experience Requirements:**

4 Years

## **Analyst I**

### **Functional Duties/Responsibilities:**

Possess knowledge of applying analytic techniques to gather information and perform analysis activities through data collection, interviewing, and process assessment techniques. Works closely with senior project colleagues in contributing to project deliverables.

### **Minimum Education:**

Bachelor's Degree

### **Minimum Experience Requirements:**

2 Years

## **Project Specialist**

### **Functional Duties/Responsibilities:**

Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior project colleagues in contributing to project deliverables.

### **Minimum Education:**

Bachelor's Degree

### **Minimum Experience Requirements:**

2 Years

## PRICING

Labor Category	GSA Price
Senior Subject Matter Expert	\$265.00
Subject Matter Expert	\$225.00
Senior Consultant	\$196.00
Consultant	\$165.60
Associate Consultant	\$144.38
Project Manager	\$133.00
Analyst IV	\$128.50
Analyst III	\$116.44
Analyst II	\$95.00
Analyst I	\$72.50
Project Specialist	\$63.00